**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

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| **Title**  Supply Consultant | **Funding Code** | **Type of engagement**  Consultant | **Duty Station:**  Antananarivo |
| **Purpose of Activity/Assignment:**  Support the Supply unit for the implementation of the EU and USAID project | | | |
| **Scope of Work:**  **Background and Purpose**  The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic, and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education, and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.  **Justification**  Under the guidance and supervision of the Supply Officer. The Consultant will implement the following projects:  - the PCM project in collaboration with the Contracting Unit to ensure that all requisitions included in the Supply Plan for services are recorded in the platform for all MCO programs.  - Support the upcoming Constructions Projects with Health (EU project), Education and Wash (MIONJO) and carry out site visits.  - Update Supply data base in the field offices to support decentralization.  - Train staff in the field offices about Supply procedures and guidance.  - Support the sustainability agenda by ensuring that ToRs include sustainable criteria and are disability inclusive  **Work assignement**  *Planning:*  In consultation with supervisor, provide input to the Country Programme Action Planning and advise on Supply requirements for the Plan of Operations and Annual Work Plans. Participate in the forecasting, planning, implementation, monitoring and evaluation of the supply chain operations, including establishment of performance indicators, and assessment of fit for purpose of products and services.  ·Support supply emergency preparedness and response activities including establishment of Long-Term Arrangements (LTAs).  *Strategic procurement/contracting/sustainability agenda*:  ·Provide input to and advice on the annual supply plan. Conduct data review and analysis for category management and development of procurement strategies. Conduct market research in relevant areas for UNICEF and advice on best approaches to obtain best value for money and sustainable procurement. Support product innovation and market shaping initiatives for specific categories of supplies and services. Prepare requests for award including submissions to Contract Review Committee.  ·Keep stakeholders/partners informed on the progress. Liaise with suppliers, ensuring timely follow-up on delivery schedules Implement appropriate vendor management practices e.g., supply performance reviews.  Ensure appropriate filing of procurement cases and maintain up to date records for future reference including for audit.  *Alternative delivery mechanisms and procurement services*:  · Participate in events/meetings that build partnerships and collaborative relations with UN organizations to support harmonized and collaborative procurement and logistics arrangements.  · Maintain up-to-date files for all Procurement Service transactions, including a system for monitoring the different stages of each transaction.  . In collaboration with Supply colleagues and Programme Sections, identify opportunities for capacity building of Government counterparts and improving the supply chain process to make it more effective.  **Impact and Results**  The Supply consultant impact is founded on the provision of input into the design and development of improved services, systems and delivery processes. The impact directly affects the quality and timeliness of the delivery of a range of different specialized services for which the unit is accountable. Working with a high degree of operational independence, Associates are accountable for the achievement of overall service delivery results to clients.  Their client interface focuses on handling of specialized and complex supply chain processes and delivery of services with clients. They liaise with concerned clients and with suppliers to solve issues on purchase orders, contracts, delivery and payments. These relationships are important to ensure that service standards and deadlines are met, and that proposals and actions adhere to policies and rules. The Associates’ work relationships require skills to promote understanding and acceptance of regulations, rules and procedures and/or otherwise improve client services. External contacts involve liaising with similar organizations for collaboration, research and data/information gathering to compile and assess best practices. Furthermore, extensive external contact with suppliers is required, including to negotiate or clarify unique, complex issues or processes. Collaboration with partners and Governments is also applicable.  **Deliverables:**  - Implement the Procurement Case Manager Tool for the MCO with the support of super-users and support the program for any requests related to it.  - Provide training to UNICEF field offices for supply procedures and support SOAs in its implementation.  - Monitor and update the supplier database for MCO,  - Ensure complete documentation of procurement files and implement a new system for standardizing archiving records.  - Ensure the follow-up of ongoing construction /education / wash projects by carrying out site visits to check the progress of the work according to the contractual specifications.  - Projet UN clinic: work with the WHO team to visit the service providers and inform them about the requirements of the UN system in order to have the maximum number of bids  **General Conditions: Procedures & Logistics**  · When it is necessary for the consultant to travel and such is approved by the Deputy Representative, DSA shall be provided pursuant to UN Staff Rule 203.9.  • UNICEF shall cover all costs of travel including air ticket to the regions.  • UNICEF will provide the consultant an office space.  **.** The consultant is expected to provide his/her own materials, i.e. computer, mobile phone, office supplies, research database subscriptions, etc.  • The consultant shall have access to UNICEF vehicles in the regions with each regional trip organized in close consultation with regional UNICEF offices.  Interested candidates should send a CV/resume, as well as a cover letter explaining what makes them suitable for this consultancy.  Qualified and experienced candidates are requested to submit a letter of interest including a **Technical Proposal** outlining a road map for review and implementation timeline. In their letter of interest, candidates should highlight their previous work experience relevant to the assignment, the attributes that make them suitable, their proposed approach to the assignment.  The applicant should also submit a **Financial Proposal** outlining the total costs for this consultancy with payment linked to the 6 main deliverables outlined above. The financial proposal should indicate an all-inclusive lumpsum fee composed of consultancy fees, insurance, communication, administrative and other costs.  UNICEF is committed to gender equality in its mandate and its staff. Well qualified candidates, particularly females are strongly encouraged to apply. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES       NO     If YES, check all that apply:    **Direct contact role** YES       NO   If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:     |  | | --- | |  |   **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):     |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | |
| *2024* | *Operation / Supply* | |  | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify:  *Awaiting the next CPMP* | | | | | |
| **Consultant sourcing:**  National  International  Both  **Competitive Selection:**  Advertisement   Roster  **Single Source Selection**  (Emergency - Director’s approval) | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment |
| **If Extension, Justification for extension:** | | | | | |
| **Supervisor:** | | **Start Date:** | | **End Date:** | |
| *Andrianaivo Ravoavy* | | *01.03.2024* | | *31.08.2024* | |

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| Work Assignments Overview | Deliverables/Outputs | Delivery deadline | | Estimated Budget |
| The consultant will be paid at the end of each month, after submission an activity report related to the various deliverables completed during the month, the quality of which must be validated and attached to an invoice. (Monthly rate) | | |  | |
| PCM project | Monthly report of the use of PCM for MCO ensuring all requisitions are recorded in the tool as well as the approved supply plan | M1-M2-M3-M4-M5-M6 | |  |
| Construction Health/Education project | REOI  pre-bid meeting / tender launched / contractualization | M1-M2-M3 | |  |
| Field Market Survey | Fields Supply database up to date with new vendors for each category of commodities | M3 – M4- M5 | |  |
| Support the training of field staffs | Field staff Training report | M2 -M3 | |  |
| Archiving | Standardizing archiving records  Specific folder for created and regular update. | M1-M2-M3-M4-M5-M6 | |  |

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| **Minimum Qualifications required\*:** | **Knowledge/Expertise/Skills required \*:** |
| Bachelors  Masters  PhD  Other  Enter Disciplines |  |
| Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field.  \*Minimum requirements to consider candidates for competitive process | Thorough knowledge of a range of specialized topics, including the relevant supply chain policies, partnership mechanisms, rules, and regulations.  · High level of proficiency or skill is required in the interpretation and application of specialized rules and regulations to the particular circumstances of complex individual cases.  · Experience using MS Word, Excel, PowerPoint and other UNICEF office tools.  · Demonstrated understanding of the relevant supply chain processes and ability to consistently apply relevant policies, procedures and good practices in the daily work. Good judgement in order to handle complex cases including considerations for exceptions.  · Ability to develop and maintain effective working relationships with clients, suppliers and colleagues and gain the assistance and cooperation of others in a team endeavor.  · Ability to establish priorities and plan his/her own work and plan, coordinate and monitor the work of those under his/her supervision.  · Ability to draft clear and concise reports or rationale for supply related decisions on key issues.  . Experience: A minimum of 6 years of relevant administrative experience in supply chain management or a commercial context is required. Understanding of development and humanitarian work is an advantage.  Language: Fluency in French is required. Knowledge of English is considered as an asset.  \*Listed requirements will be used for technical evaluation in the competitive process |
| **Evaluation Criteria (This will be used for the** [**Selection Report**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7B86E327DF-70C8-4D8F-AC97-D7616AC383E4%7D&file=Selection%20Report%20Template.xlsx&action=default&mobileredirect=true) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)   1. Technical Evaluation (75 Points):   Background (15 )– Experience (30) – Technical skills (30)  B) Financial Proposal (25 Points) | |
| **Administrative details:**  Visa assistance required:  Home Based  Office Based: | **If office based,** seating arrangement identified:  IT and Communication equipment required:  Internet access required: |
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Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

**Text to be added to all TORs:**

Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultants are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.